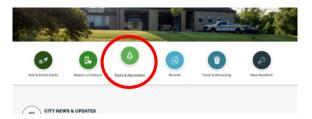
Grandview Heights Parks & Recreation

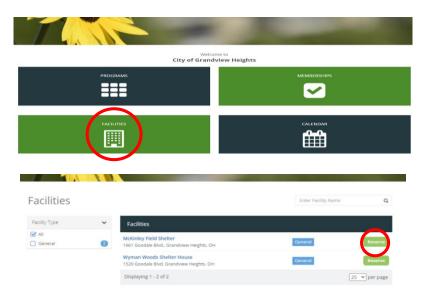
Instructions on How to Reserve a Shelter Online

- 1. Visit the City of Grandview Heights website www.grandviewheights.gov
- 2. Select Parks & Recreation Button -> click Sign-In OR Create an Account.

If you forgot your username or password, click Forgot Password? DO NOT create a new account if you previously had one. Contact parksandrecreation@grandviewheights.org for help resetting. For all new accounts, residency status will need to be approved prior to allowing registration.



3. Select Facilities, then click the green reserve button next to the facility you wish to reserve.

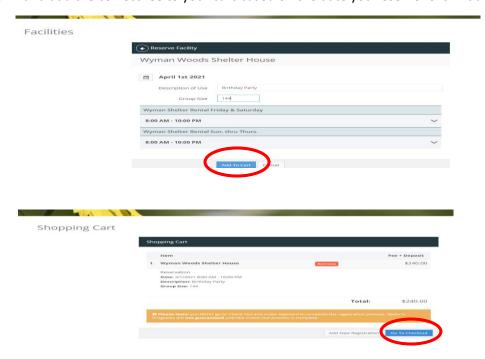


4. Use the arrows to move from Month to Month to choose the date you are looking to reserve. Select the appropriate date and click the green reserve button.

Facilities



5. Fill out the form and add the correct fee to your cart based on the date you reserve. Click Add to Cart



- 6. Complete check out by accepting waivers and completing all forms required.
 - A copy of a valid Driver's License will be required to upload prior to checkout. Be sure to copy ready on your computer or phone.
 - If you wish to have alcohol at your event in the W.W. Williams Shelter at Wyman Woods, you must fill out the permit form. If required leave form blank and select submit.
 - All dates field must be entered as shown; example: 01/01/2021.

